**ACTIVATING YOUR NEW BANK OF AMERICA PROCUREMENT/TRAVEL & ENTERTAINMENT CARDS**

Please follow the steps below after you receive your new Bank of America Procurement and/or Travel & Entertainment card:

* Activate Your Card
  + Call the toll-free number 888-233-8855.
  + Provide them with your 16-digit credit card number.
  + You will need your **Verification ID** which is your Banner ID with the #9 replacing the alpha character.
    - For example if your Banner ID is B12345678, your Verification ID is **9**12345678.
  + Provide them with your **on campus** **office phone number** which is associated with this account.
* Selecting your PIN number
  + You will be prompted to choose a new 4 digit PIN over the phone.
  + Note: If your PIN fails at your first attempted point-of-transaction, you may need to run the charge a second time. Sometimes upon activating the card and choosing a PIN over the phone there is a lag in communication with the bank.

\*Please note all Procurement Cards and Travel & Entertainment Cards are associated with your **Banner ID Number** (with the #9 replacing the alpha character) and your **Wellesley College on campus office phone number**. If you’re unsure what they are, both can be found in your Workday profile.